

## Staffing Guide

Position Description			<b>Assistant Executive Housekeeper</b>		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> <li>• Hours of Operation _____</li> <li>• Occupancy Rate        <u>  x  </u></li> <li>• Seasonal/Peak Workload        <u>  x  </u></li> </ul>	<ul style="list-style-type: none"> <li>• Staff Supervised        _____</li> <li>• Facility Layout        <u>  x  </u></li> <li>• Facility Size        <u>  x  </u></li> </ul>	<ul style="list-style-type: none"> <li>• Facility Age        _____</li> <li>• _____</li> <li>• _____</li> </ul>		
Workload/Staffing Comments: <b>This position performs the full range of Executive Housekeeper duties less the responsibility for budget guidance. The individual works an alternative schedule, which permits coverage on weekends, holidays and other periods when the Executive Housekeeper is absent.</b>					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	<b>Not Authorized</b>	<b>Not Authorized</b>	<b>Duties performed by Housekeeper Supervisor</b>	<b>1 (NF-3)</b>	<b>1 (NF-3)</b>
Alternate Staffing Standard (If Required)	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes: <b>The individual works an alternative schedule, which permits coverage on weekends, holidays and other periods when the Executive Housekeeper is absent.</b>  <b>Assistant Executive Housekeeper does not have primary budget execution responsibilities.</b>					